



INSTALLMENT AND RETAINER BILLING DEFINITIONS AND INSTRUCTIONS

The Installment/Retainer Billing feature allows you to establish a payment plan for your client. This feature does not create a charge**; instead it prints a message on the statement notifying the client to pay an amount other than the file balance. There are three types of payment plans that you can establish:

Collection Installment Notice

Bills the client a fixed monthly amount until the file balance is paid in full. The installment amount that prints on the statement will include any past due installments. If the installment amount exceeds the file balance, only the file balance will be billed. If you do not remove the Installment Billing, it will reactivate any time the file has a balance due.

Monthly Installment or Monthly Retainer Notice

Used to notify the client for a set number of months that an installment/retainer payment is due, even when the file balance is zero. (One type uses the verbiage "Installment" and the other uses the verbiage "Retainer"). The Notice Billed amount that prints on the statement will include any past due amount.

Evergreen (Minimum Balance) Retainer Notice

Allows you to designate a minimum retainer balance and notify the client of the amount needed to replenish the retainer. If the file also has a balance due, it will be included in the amount that is billed.

You cannot have more than one type of Installment/Retainer Billing on the same file. When you submit an Installment/Retainer Billing Form for a file, the information on the form replaces any existing Installment/Retainer Billing feature on the file. However, you can change the Installment/Retainer Message without replacing an existing Installment/Retainer by entering only the date, file number and the new message in Section One (regardless of the existing type of payment plan.)

If you submit more than one Installment/Retainer Billing Form for a file during the same processing month, the form with the most recent date will take precedence; if you submit more than one form with the same date, the Retainer Billing will take precedence.

All payments, including transfers from Automatic Trust/Retainer Accounts, will pay Collection and Monthly installments/retainers, EXCEPT for payments posted the same processing month that the installment/retainer is established.

** The Installment/Retainer Notice Billing feature does not create a charge. It notifies your client that an Installment/Retainer is due. If you wish to create an automatic monthly Fee or Cost charge, use the Individual File Automatic Repetitive Charge Form.

FOR COLLECTION INSTALLMENT, MONTHLY INSTALLMENT and MONTHLY RETAINER:

Print the Amount to be Notice Billed Each Month: Enter the amount you want the client to pay each month.

Print Any Past Due Installment Amount (Optional): If you have a pre-existing payment arrangement with the client, enter any past due amount. Do not include the current month's payment.

FOR MONTHLY INSTALLMENT and MONTHLY RETAINER:

Print the Number of Months to be Notice Billed: Enter the the number of months you want the installment/retainer to be billed. If you do not enter a number of month's, it will default to "99". If you want to bill a lump sum retainer, enter "01".

FOR EVERGREEN RETAINER:

Print the Minimum Retainer Balance to be Maintained: Enter the amount to be maintained in the Automatic Retainer/Trust Account.

Print the Minimum Amount to be Notice Billed (Optional): Enter the minimum amount to be billed (e.g. the retainer balance is \$50 below the minimum, but you want the client to pay at least \$100). If you do not enter an amount, the exact amount required to restore the client's minimum retainer balance, plus any balance due on the file, will be billed.

FOR MONTHLY RETAINER and EVERGREEN RETAINER:

If the file balance is zero and you post a non-directed payment (i.e. a PMT, PAY, PIN, PMW, or PTF function code), the excess payment will be transferred into the Automatic General Retainer.

Circle F: if you want the excess non-directed payments to be transferred to an Automatic **Fee** Retainer/Trust, instead of an Automatic **General** Retainer/Trust.

Circle T: if you want the excess non-direct payments to be transferred to an Automatic **Trust** Account, instead of a **Retainer** Account.